

Service Plan Meeting



Your Service Plan Meeting

At Inspire Allied Health & Education Group, we believe in working in partnership with families to ensure each child receives the most appropriate, individualised, and effective support. Your Service Plan Meeting is an important step in this process.

This video outlines what you can expect before, during, and after your Service Plan Meeting.



Before The Meeting

You will receive:

- A confirmation email with the date, time, and whether your meeting is in person at Unit 4, 51–57 Rodeo Road, Gregory Hills or via phone
- A copy of our Participant Guide (this document) to help you prepare and ask any questions during your meeting
- A request for documentation to help us plan for your child's supports:

Documents to provide before the meeting:

- Your current NDIS Plan
- Impairment Notice
- Completed Participant Information Form
- Signed Consent Form

During The Meeting (Approx. 30 minutes)

Your Service Plan Meeting is a chance for us to understand your child's needs and goals in detail.

We will discuss:

- NDIS Plan Dates and Funding Periods
- Impairment Category and Areas
- Support Categories
- Funding Allocations
- NDIS Goals

During The Meeting (Approx. 30 minutes)

We'll also talk about:

- Services your child may access (including assessments or additional supports)
- Our clinic policies (e.g., cancellation policy, payment expectations)
- Any questions you may have about the Participant Guide

We'll check and collect:

- Completed Participant Information Form
- Signed Consent Form
- Initial Risk Assessment

Determining Supports

From this meeting, we will collaboratively create a tailored Service Plan and prepare a Service Agreement.

Your Service Plan may include:

- Recommended support services
- Assessment types
- Progress reporting
- Quotes for services, if applicable

Your Service Agreement will outline your agreed supports, responsibilities, and funding arrangements. This is completed during or shortly after the meeting.

After The Meeting

We'll take care of the admin so you can focus on your child's journey:

- Your child's therapy calendar will be updated to reflect the agreed Service Plan
- All documents will be uploaded securely to your child's file

Need Support or Have Questions?

We're always here to help. If you have any questions before or after your Service Plan Meeting, please don't hesitate to contact our friendly team. We look forward to supporting your family every step of the way.